



Vacancy: Procurement Officer

Inrange® hooks both serious and social golfers with an immersive, data-driven experience at golf driving ranges by combining an advanced ball tracking radar system and associated user software applications.

Inrange® is a product of Alphawave Golf. The Alphawave Group is a South African technology group based in Technopark, Stellenbosch and employs more than 400 people working on various projects and services.

To facilitate our scaling, we are looking for a Procurement Officer who will form part of our growing Supply Chain Team. In this role, you will be responsible for sourcing and purchasing goods and services in a timely, cost-effective manner to support our operations. You'll work closely with suppliers and internal teams to ensure smooth procurement processes, maintain accurate inventory records, and contribute to continuous improvement initiatives.

If you have strong excel skills, a keen eye for detail, and a passion for supply chain efficiency, we'd love to hear from you!



Essential Criteria

- Minimum 2 years' experience in a procurement, purchasing, or similar supply chain role.
- Excellent knowledge of procurement processes and inventory control.
- Strong proficiency in Microsoft Excel and Google Sheets is mandatory.
- Experience using procurement or ERP systems (*MRPeasy* would be advantageous).
- Strong analytical and problem-solving abilities with attention to detail.
- Ability to manage multiple priorities and meet deadlines in a fast-paced environment.
- Comfortable/familiar working with parts list/BOMs.

Additional advantageous skills

- A relevant qualification in Procurement, Supply Chain Management, Business Administration, or related field is advantageous.
- Familiarity with the following platforms: *Trello*, *Clickup*, *Airtable*, *Google Suite*, *Aras*.
- Eagerness to learn and able to demonstrate initiative in the workplace.

Responsibilities

- Detailed planning and execution of procurement activities:
 - Requesting quotations / estimates from suppliers.
 - Generating purchase orders and obtaining necessary approvals.
 - Tracking and expediting orders.
 - Organising subcontracting processes.
 - Arranging collections and/or deliveries of orders.
 - Receiving and verifying pro forma and/or tax invoices.
 - Arranging payments accordingly with the finance team.
- Monitoring and maintaining stock levels, and ensuring stock is available on-time for shipments and maintenance requests.
- Capturing purchase orders on the inventory management system (*MRPeasy*).
- Support annual stock takes and audit readiness for Financial Year End.
- Support the production team with monthly stock reports.
- Assist the in-country procurement team with quotes, purchase orders, and arranging payments when necessary.
- Continuously improve procurement processes to enhance efficiency and cost savings.



Interview Process

- Online 'meet and greet' session
- In-person practical interview (Stellenbosch)
- In-person spoken interview (Stellenbosch)



Perks

- Work within a medium sized team in a high-tech, fast-paced environment
- Strong focus on personal development
- Free, tasty lunches daily
- Great coffee at the office



Terms & Conditions

- Based equally between Stellenbosch offices and the production facility in Somerset West
- Starting date: as soon as possible
- Market related salary



Further information on Inrange and Alphawave

- <https://www.inrangegolf.com/>
- <https://www.alphawave.co.za/alphawave-portfolio/>



Contact:

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